

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CORE

FROM:

 (C) *AP*  
 Chief, Policy and Plans Group  
 4-E-70 Headquarters

EXTENSION

NO.

DATE

22 June 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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 DD/Sec  
 4-E-60 Hqs.

22 JUN 1981

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Attached are the five CORE categories of "Savings Effected in the Past Two to Three Years."

GSA leased Vehicles figure was arrived at by logging the mileage for the first four months of this year and multiplying the mileage by 22.5 cents. This figure was subtracted from the cost of the GSA vehicles and amounted to \$32,000.

$$\begin{array}{r} \$ 32,000 \\ \times 3 \\ \hline \end{array}$$

$$96,000 \text{ per year}$$

FORM 1-79

610 USE PREVIOUS EDITIONS

OFFICE OF SECURITY

~~COST SAVINGS EFFECTED OVER PAST TWO TO THREE YEARS~~

OFFICE OF SECURITY CASE EXPEDITOR GROUP

In March 1980, OS joined OMS in the assignment of an officer to OP to screen out applicants who would probably be disapproved. This initiative was intended to prevent the expenditure of limited resources on questionable cases. The OS contingent currently consists of one full-time GS-13 professional employee and four contract annuitants. The total cost of the annuitants to date has been \$35,700. Statistics kept since June 1980 reflect savings in investigative costs, under the most conservative interpretation possible, to be at least \$165,000. This estimate does not include the immeasurable savings in investigative time realized in those cases where the OS expeditors have obtained directly from the applicants information they had failed to provide on their PHS.

\$129,300

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~~COST SAVINGS EFFECTED OVER PAST TWO TO THREE YEARS~~

GUARD PROGRAM

Commencing in May 1980, we have made reductions in the Guard Program, including the closing of entrances and realignment of posts, that resulted in savings of \$449,000 in FY 80 alone. Additional savings of \$1,114,000 in FY 81, \$1,214,000 in FY 82, and \$1,372,000 in FY 83 are anticipated. The estimated total savings for 3 1/2 years is \$4,149,000.

\$4,149,000

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~~COST SAVINGS EFFECTED OVER PAST TWO TO THREE YEARS~~

GSA LEASED VEHICLES

To offset personal vehicle mileage costs incurred in the conduct of investigations and operational support, we have leased 120 vehicles from GSA. Resultant savings in FY 81 are expected to be \$96,000.

\$96,000.

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OFFICE OF SECURITY

~~COST SAVINGS EFFECTED OVER PAST TWO TO THREE YEARS~~

SANCA *Name Deletions*

Security Records Division Savings

(a.) Over the last two years, the [ ] Security Records Division has identified some 800,000 entries subsequently deleted from the Security Automated Name Check (SANCA) indices. The Systems Support Branch/SRD was able to remove the unneeded names from SANCA by supplying the Security file numbers to ODP. Deletions are now routinely accomplished at the Ruffing Center. This eliminates an estimated 2.45 GS-06 workyears within SRD for an annual savings of some \$34,300.

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Card Index Conversion To Microfiche \$34,300.

(b.) During the same period, the 3 x 5 card backup system was converted to microfiche which is automatically generated from the SANCA magnetic tapes. By eliminating the need for GS-04 clerks to manually extract and destroy each index card, SRD estimates that the 800,000 deletions processed by machine represent a one-time savings of some \$60,000. Since new cards are no longer created, there is a continuing savings of an estimated \$1,700 yearly. Finally, the phasing out of the card index released 400 feet of valuable floor space to the new file review project. This area, if rented in the [ ] at \$10 per square foot per year, would cost Security \$40,000 annually.

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Records Control Schedule Review \$101,700.

(c.) The SRD Records Control Schedule review has eliminated over 550,000 files. Cost savings directly attributable to this program include an estimated \$51,000 annually for files we no longer retrieve, repair, review and service. This destruction effort has also eliminated the need for 6000 linear feet of mobile shelving storage capacity in the new file room [ ] Building, a savings of \$162,000. Finally, the space needed to store these documents would have been rented at \$10 per square foot per year for an annual cost of \$12,000.

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\$225,000.

(d.) In the last two years SRD has assumed the responsibility for screening all crank mail, a function previously performed by a professional officer in the External Activities Branch. Since this task now requires about one hour a day of a GS-08 in lieu of a GS-13, we estimate savings of \$2,400 per year or some \$4,800 since the revised program began.

~~\$4,800.~~

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## Industrial Investigations

(e.) The Processing [ ] of SRD now conducts all pre-field preparation of several categories of industrial investigations which currently average about 500 cases per month. An estimated savings of one-half work year for a professional Clearance Division desk supervisor has resulted, or a savings of approximately \$15,000 per annum. In addition, several days are eliminated from the case processing time.

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\$15,000.

(f.) The Files [ ] SRD flex-time program has eliminated the need for overtime since it appreciably reduces the "down time" experienced by clerks waiting to gain access to their required segment of mobile shelving. Since the mobile shelves were installed in the late 1960's, file clerks often had to wait until another clerk was out of the stacks before he or she could reconfigure the aisles. Flex-time has meant that fewer people are competing for aisles at the same time, thus some 15 hours of overtime or about \$90 per week has been eliminated with no reduction in service.

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\$4,680.

(g.) The Analysis and Review Branch/SRD now processes 300 to 400 Sensitive Compartmented Intelligence (SCI) certifications monthly from other Government agencies. This initiative saves about 40 hours of Clearance Division professional time each month or about \$7,200 annually.

\$7,200.

### Summary of Category I Savings

1. Guard Force Reductions \$4,149,000.
2. GSA Leased Vehicles \$96,000.
3. Expeditor Task Force \$129,300.

5. SRD Initiatives \$392,680.

Grand Total: \$5,154,980.

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OFFICE OF SECURITY

SIGNIFICANT SAVINGS/EFFICIENCIES IN LAST TWO YEARS

- Guard Program

- Commencing in May 1980 we have made reductions in the Guard Program, including the closing of entrances and realignment of posts, that resulted in savings of \$449K in FY 80 alone, with anticipated additional savings of \$1,114K in FY 81, \$1,214K in FY 82, and \$1,372K in FY 83. (Total savings for 3 1/2 years = \$4,149K)

- GSA Leased Vehicles

- To offset personal vehicle mileage costs incurred in the conduct of investigations and operational support, we have leased from GSA 120 vehicles. Resultant savings in FY 81 are expected to be \$96K.

- OS Case Expeditor Group

- In March 1980 OS joined OMS in assignment of an officer to OP to screen out applicants who would probably be disapproved in order to prevent expenditure of limited resources on questionable cases. The OS contingent currently consists of one full-time GS-13 professional employee and four contract annuitants. The total cost of the annuitants to date has been \$35,700. Statistics kept since June 1980 reflect savings in investigative costs, under the most conservative interpretation possible, to be at least \$165K, not including immeasurable savings in investigative time in cases where the OS expeditors have obtained directly from the applicants information they had failed to provide on their PHS.

- Bulk-Purchase Savings



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- Expanded Use of Clerical and Para-Professional Personnel
  - Substantial savings in professional time have been achieved in the last year when the Security Records Division (SRD) assumed the function of checking the Compartmented Information Branch SPECLE file to determine if a prior background investigation exists which would obviate the need to schedule further inquiries.
  - Further use of clerical and para-professional personnel for tasks previously performed by professionals was inaugurated recently in the scheduling of all pre-field processing by SRD vice Clearance Division.
  - In the last two years SRD has assumed the responsibility for screening all crank mail, a function previously performed by a professional in the External Activities Branch.
  - This year SRD relieved Clearance Division of the task of handling SCI certification requests from the Air Force and other Government organizations, saving 40 professional man-hours a month and eliminating the necessity of moving a large volume of files back and forth.
  - SRD analysts, following on with a files reduction effort carried out by professionals [ ] in 1979, have achieved phenomenal success in their file destruction efforts at Headquarters this year. They have saved nearly 4,000 linear feet of storage space, thus making it possible for OS records to fit into the limited vault at [ ]
- From FY 76 through FY 80 OS's T.O. remained virtually static, depending on whether FOIA slots were officially included or not. In FY 81 we were given an additional [ ] slots. Since FY 76, however, we have had to re-program our resources and continuously improve efficiency to cope with burgeoning demands. These actions included:
  - Polygraph Branch was expanded from [ ] to its [ ] including [ ] slots on the [ ]
  - The Security Education Group, comprised of [ ] people, was created.
  - The Industrial Security Branch, comprised of [ ] people, was created.

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- This same period witnessed the following OS initiatives in response to events such as [REDACTED] and the Edwin Moore/William Kampiles espionage cases:
  - Reinvigoration and expansion of our staff reinvestigation/repolygraph program.
  - Inauguration of a personal protection security program.
  - Creation of the Probationary Screening Program.
  - Expansion of the polygraph program to private industry.
  - Establishment of a leak investigative unit.
- Other initiatives, not reflected in structural changes but, nevertheless, requiring resources, centered on improved document and information control procedures. These included:
  - Establishment of a package inspection program.
  - Inauguration of internal document control procedure audits.

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REALIGNMENTS RESULTING IN MORE EFFICIENCIES  
WITHOUT ADVERSE IMPACT

- "Blue Blazer" Protective Force

- We are inaugurating a program of supplementing the Federal Protective Service with our own staff protective force in order to reduce the costs of protecting [REDACTED] the new [REDACTED]. This program, coupled with other adjustments in planned coverage, will result in savings of approximately \$245K in FY 82.

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- Improved Records Handling

- In coordination with the Office of Data Processing, we are redesigning the OS computerized file listing (SANCA) to contain significant security data for permanent retention. We expect to eliminate the need for 8,000 - 12,000 hard copy files annually. Clearance Division will be able to work straight from the computer in many instances, performing "on-line" certifications. Not having to create, store, retrieve, repair, review and destroy thousands of files should eventually add up to a significant savings.

- In the broader context of office-wide procedures, we have arranged for an ODP professional to be assigned to OS. This officer will survey the entire records and communications flow of the Office with a view to helping us to take optimum advantage of the latest technology in information handling equipment.

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